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DDA 77-1613

24 1813 1977

Director of Communications MEMORANDUM FOR:

Director of Finance

Director of Data Processing Director of Logistics

Director of Medical Services

Director of Personnel Director of Security Director of Training

Assistant for Information Office of General Counsel Office of Inspector General

FROM

STATINTL

Executive Officer, DDA

Procedure for Handling Requests for SUBJECT

Assistance to Other Federal Agencies

- 1. DDA offices have submitted through the DDA to OGC lists of the routine non-controversial types of assistance that are requested of them by other federal agencies. In a memorandum dated 21 March 1977, OGC has concurred in the offices' submissions and agrees that Office Directors may give approval for providing such assistance.
- In certain gray areas where it is not clear as to whether or not assistance may routinely be given, such requests will be forwarded to the DDA for his approval. such instances a copy of the request will be provided to OGC and OIG for their information.
- , Annex 3, clearly delineates those types of assistance which must be forwarded through the DDA to the OIG and OGC for their concurrence before DDA approval.

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